

## Innovation & Information Services Specialist – Supervisory Position – Deadline Extended

The New Milford Public Library has a Full Time (40 hrs.) Innovation and Information Services Specialist position open to an energetic and adventurous individual who loves a challenge. The person in this position will be responsible for supervising our Information Services Department and for planning and implementing equipment and services for our brand new makerspace. We are currently under construction with project completion anticipated for June of 2022.

The ideal candidate will be an innovator who is passionate about teaching, has strong communication skills, and is conversant in reference and information services. A Graduate degree in Library Science from an ALA accredited school is required as well as previous experience with STEAM technology and programming. Equivalent experience will be considered. Three to five years of supervisory experience preferred. Fluency in Spanish a plus.

If you are a leader in seeking out and mastering new STEAM equipment, enjoy planning and running programs that help people cross the digital divide, and have experience supervising in a public library environment, this could be your dream job.

Salary \$60,000 with an attractive benefits package. Some evenings and weekends required.

Interested and qualified candidates should send a resume and cover letter along with a completed Town of New Milford employment application by May 16th to: Greg Bollaro, Personnel Director, Town of New Milford, 10 Main Street, New Milford, CT 06776 or [gbollaro@newmilford.org](mailto:gbollaro@newmilford.org).

EO/AA

### **Job Description**

#### NEW MILFORD PUBLIC LIBRARY

#### INNOVATION & INFORMATION SERVICES SPECIALIST

##### JOB SUMMARY

Department: Library Administration, Innovation & Information Services.

Schedule: Full time position. Includes evening and weekend hours.

Employment status: Exempt, salaried department supervisor.

##### GENERAL STATEMENT OF DUTIES

Manages the adult information services department and the makerspace.

Oversees the provision of makerspace resources and programming to promote digital literacy, STEAM (Science, Technology, Engineering, Art and Math) skills, basic life skills, collaborative learning, and creative expression.

Oversees the promotion and provision of resources to meet a broad range of informational needs

##### SUPERVISION RECEIVED

Works under the direction of the Library Director.

### SUPERVISION EXERCISED

Selects, schedules, supervises, trains and evaluates Innovation & Information Services staff  
In the absence of the Director is responsible for the operation of the Library as provided in the table of organization.

### MAJOR DUTIES

Takes a lead role in coordinating and executing the library's STEAM initiatives  
Pursues and establishes innovative services and emerging technologies and equipment to expand library services  
Develops creative strategies for effective use and promotion of makerspace and information resources to meet the needs of a diverse community of users, with special attention to underserved populations  
Develops partnerships and cooperative services with town departments and community organizations to promote the library's makerspace and information services  
Develops and maintains policies, procedures, safety measures, and instructional materials for the makerspace.  
Oversees all STEAM and Traditional Life Skills programming, including marketing and promotion of services.  
Oversees the establishment and review of evaluative mechanisms for programs  
Instructs patrons and staff in the use of makerspace equipment  
Responsible for ensuring that makerspace equipment is properly maintained and that proper safety procedures are followed  
Establishes pricing of makerspace materials for independent public use and oversees their replenishment  
Supervises all information desk activities and services  
Creates and maintains staff training and procedures manual for information services  
Coordinates with Public Services Librarian to promote readers' advisory services online, through social media, in the library, and in the community  
Instructs patrons and staff in the use of new technology to meet their informational needs  
Participates in social media posting relevant to makerspace and information services  
Selects, develops and maintains information resources in a variety of formats  
Participates in materials selection as assigned by Director. Evaluates the effectiveness of assigned collections and establishes annual collection development and weeding plans.  
Keeps up to date with print and electronic reference and information resources through ongoing review of collections  
Prepares department budget according to specified procedures, including makerspace materials and programs, reference materials, circulating adult materials as assigned by Director, furniture, equipment, supplies, and personnel. Makes appropriate adjustments to the budget during the approval process. Monitors expenditures during the budget year.  
Administers interlibrary loan services.  
Writes, maintains, and updates information services policies, procedures, and standards.  
Assists in preparation of the 5-Year Plan by developing appropriate long range goals for the department.  
In coordination with the Director, researches and selects corporate and foundation grant sources.  
Prepares appropriate applications for grant funding proposals.  
At the request of the Director, attends meetings to speak on areas related to professional expertise.  
Oversees, schedules, and reviews Innovation & Information Services staff

Collects monthly statistics for use in evaluation of innovation and information services; prepares monthly user statistics for Director.  
Provides customer service with a goal of excellence

#### MINOR DUTIES

Participates in defining a vision and mission for the library  
Works a limited number of hours on the information desk  
Manages customer service issues at the information desk  
Provides content for the Library Web site.  
Contributes content to the Library newsletter.  
Participates in appropriate professional activities.  
Performs other duties as appropriate and required

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

#### REQUIREMENTS AND QUALIFICATIONS:

Knowledge and Ability: Exceptional digital literacy skills  
Knowledge of STEAM programming trends  
Ability to self-educate in the use of new equipment, technology, and software  
Ability to organize and plan programs  
Ability to teach people of varying abilities and ages  
Must possess strong problem solving, instructional, and leadership skills  
Ability to deal with varied and demanding public  
Ability to work well in a team environment and independently  
Dedication to exemplary public service  
Strong organizational abilities  
Familiarity with library automation systems  
Ability to perform under pressure  
Excellent communication and presentation skills  
Ability to sit at a desk or stand and work continuously for extended periods of time while performing job functions.  
Ability to lift and carry documents, office equipment weighing up to 20 pounds, and books on and off site.  
Possession of a valid driver's license throughout employment

Experience: Previous experience with STEAM technologies and programming.  
Experience working in a public library environment.  
Three to five years supervisory experience preferred.  
Fluency in Spanish and/or Portuguese a plus

Education: Graduate degree in Library Science from an ALA accredited school or equivalent experience.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities

and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

***Approved by the Library Board of Trustees: 101/20/2021***